

**Minutes of Barkway Parish Council Meeting
Held in the Community Room, Barkway on Tuesday 12th November 2019 at
7.30pm.**

1. In attendance: Cllrs:

Mr W Dennis (Chair)
Mr P Baker (Vice Chair)
Dr J Magill
Mr N Stuart

Also present: Mrs C Toms (Clerk/RFO)
County Cllr. F Hill
County Cllr. T Hunter

Members of the Public: Two members of the public were present.

2. To receive and accept apologies for absence: Cllr. J Cox (family commitment) and Cllr. J Connolly (unwell). Apologies accepted.

3. To receive Councillor's Declarations of Pecuniary Interest and to remind Councillors of their requirement to update register of interests under change of circumstances – Cllr. Magill (re: item 7.3), Cllr. Dennis (re: items 7.6.3 & 8.3).

4. Minutes

4.1 To approve the minutes of the last meeting – Approved as read. **Action: Clerk**

4.2 To consider any matters arising from the last meeting – Remembrance Sunday ceremony had gone well. Off road parking on Cambridge Road – the installation of the new matting to create some off-road parking was still not satisfactorily completed. Cllr. Dennis to report this to County Cllr. Hill. **Action: WD**

5. Public Session - to receive representations from members of the public – Standing Orders were suspended to allow members of the public present to make representations to the Council.

Members of the Barkway Local History Group were present to answer any questions the Council might have regarding their submitted grant application.

It was proposed and agreed to bring forward items 8.3 and 7.6.3. Cllr. Dennis did not take part in any of the discussion on these items. Cllr. Baker lead the meeting in the interim.

The members of the public departed from the meeting. Standing Orders were resumed.

Dist. Cllr. Morris arrived in the meeting at 8pm.

6. Council Administration

6.1 To note resignation of Cllr. Melson and note conclusion of notice of vacancy – Since the last meeting Cllr. Melson had resigned from the Council due to taking a new job and moving out of the village. His work whilst on the Parish Council had been very much appreciated and he was wished well for the future. The notice of vacancy period had since closed and the Council was now able to co-opt a new Councillor.

6.2 To elect a new Chairman – It was proposed, seconded and agreed by all to elect Cllr. Dennis as Chair. He signed his declaration of acceptance of office. He indicated that he would be prepared to take on the role until the Annual Meeting in May 2020. Resolved.

6.3 If appropriate, to elect a new Vice-Chair – It was proposed, seconded and agreed by all to elect Cllr. Baker as Vice-Chair. Resolved.

6.4 To review and agree portfolio responsibilities – to be deferred until the December meeting. **Action: Clerk**

Concern was raised that until a new Cllr. could be co-opted, there was no one overseeing football activities. It was proposed, seconded and agreed to accept the offer from the Pavilion Bookings Clerk to also manage the football bookings and keep the Team Up calendar accurate and updated, and this would in addition ensure that there would not be any conflicting activities up there.

6.5 To agree action to recruit new Councillor – It was agreed that notices should be put on the notice boards and an advert to be placed in the Diary and on the website. **Action: Clerk**

Cllr. Dennis asked if consideration could be given to provision of a printer facility in the Reading Room for Parish Council printing of documents and also a facility that could be made available by arrangement to other village organisations. He felt it would be beneficial for Cllrs. to each be provided with paper copies of information prior to each Council meeting. He had obtained a quotation to lease a printer over a 5 year period at a cost of £23.91 + VAT per month. It was agreed that more research would be carried out on costings. **Action: Clerk**

7. To receive updates from Portfolio Holders

7.1 Corporate Governance – to receive update on review of Corporate Governance documents – item to be deferred to the December meeting.

7.2 Planning – update – Nothing to report.

It was noted that the surplus Battle 4 Barkway signs needed to be collected and stored somewhere. Cllr. Stuart agreed to sort this out. **Action: NS**

Standing Orders were suspended to allow Dist. Cllr. Morris to update the Council on some planning matters.

- 1) Tally Ho Pub – Questions were being asked by NHDC regarding some planning irregularities there.
- 2) Mobile home on land south of Barkway Service Station – NHDC enforcement had determined that this was due to be removed by 30th November. It was understood that the owners of the mobile home had now applied for an extension of this deadline.
- 3) Land behind Windmill Close (including the ‘Chicken Field’ and excluding land now leased to the Parish Council as an ‘Open Space’) – Cabinet at NHDC had now approved disposal of this land that had been deemed surplus to requirement. It did not have planning permission and it was unclear at this stage if the site would be included within the village development boundary if the NHDC Local Plan got adopted. This did not make sense as NHDC were not maximising their potential revenue from the disposal of this land.

Standing Orders were resumed.

7.3 Neighbourhood Plan – Report from the Neighbourhood Plan Meeting – Weds 24th October – The main aim of the meeting was to get a Pre-submission version of the Neighbourhood Plan produced as soon as possible. Monthly meetings were keeping up the momentum and good progress was being made. Due to time constraints the team were relying more heavily on the consultant’s time in order to get it pushed through. However, there was money available in the budget to cover the additional expense. The next meeting would be on 27th Nov.

7.4 Highways – update – Quotations received for replacement of wooden posts on Royston Road. Poulton £500 (No VAT), Hyde Hall Partnership £675 + VAT. It was proposed, seconded and agreed to ask Mr Poulton to proceed with the work. Resolved. **Action: PB**

Other Highways issues reported – The gully had finally been cleared by the War Memorial but the grate was now broken. Road sign supports had gone at the junction of the High Street and Royston Road, and along The Joint a sign had rusted and disappeared. Both issues had been reported to Herts County Council Highways. It was noted that there was a Highways Together meeting due to take place the following day. This would be reported on at the December meeting. **Action: WD/Clerk**

7.5 Sports and Recreation – To receive report from Bonfire Night – A profit was made of £455.87. It was agreed that Bonfire Night needed to be planned well in advance next year. The fireworks team did a fantastic job. Consideration to be given next year to a charity which might benefit from financial support as a result of the event. This would give the event a focus.

7.6 Community Property

A booking had been received for the use of the community Room for a New Year’s Eve party. It was agreed that noise must cease by 1am and that there should be no fireworks. The bookings clerk to be advised of these requirements. **Action: Clerk**

7.6.1 To consider request received to install an additional grab rail on entrance to the Reading Room - Users of the Reading Room had asked for an additional grab rail. It would be necessary to get listed planning permission. It was proposed, seconded and agreed to start the process to get this done. **Action: Clerk**

7.6.2 To consider the construction of a toilet for users of the Reading Room – After much discussion it was agreed to contact the Conservation Officer at North Herts to explore if this request by users of the Reading Room would be at all feasible. In addition, they were requesting installation of a kitchenette. **Action: Clerk**

Following a detailed discussion, it was agreed that in view of the fact that there were a number of meeting venues available in the village, that an overall consolidated plan needed to be made as to appropriate investment and development of facilities. Small groups liked to meet in the Reading Room because it was a small and cosy venue. However, lack of overall space and difficulty with access and parking meant that it may not be a venue suitable for further investment. It was however agreed to investigate feasibility and costings in order to put the idea into proper perspective.

7.6.3 To consider neighbour request to plant a bush to preserve privacy from Pavilion car park – It was proposed, seconded and approved by all. Resolved.

7.7 Environment – nothing to report.

7.8 Media and Communications

7.8.1 Website report – Cllr. Stuart reported that he had started to explore the website and would come back with suggestions for developing and improving the website in due course. There were currently 14 email accounts. He would liaise with the Clerk to sort out those that were no longer needed. **Action: NS/Clerk**

The Clerk to forward email to Cllr. Stuart from HAPTC detailing the requirement now to make websites accessible to all users from whatever type of device being used. Cllr. Stuart to check that the website was compliant. **Action: Clerk/NS**

7.8.2 Police report – nothing to report. It was agreed that the Police report area on the website could be utilised better, with information in addition to the usual monthly reports e.g. OWL updates. **Action: NS**

8. Finance - to receive finance reports from the Clerk

8.1 To provide update on current financial position

Parish Council Account:

The Parish Council bank balance at 12.11.2019 was £96,358.26

Petty Cash £25.00

Receipts since the last meeting:

£50.00 _ Royston United – Hire of Football Pitches

£40.00 – Sharp – Hire of Community Room

£48.00 – Reynolds – Hire of Community Room

£24.00 – Agouropoulo – Hire of Community Room (Yoga)

£30.00 – Barkway Village Hall – Hire of Community Room

£1,185.53 – Bucket Collection – Bonfire Night

£196.00 – Welch – Hire of Community Room

8.2 To authorise payments to be made

Approval of payments since last meeting:

DD £7.20 – Sage Software – Monthly Subscription

DD £123.50 – NHDC – Qtrly Waste Collection Bill for Pavilion

DD £17.44 – Castle Water – Waste Water Pavilion

DD £61.00 – EDF – Electricity Pavilion

DD £13.00 – Affinity Water – Water Pavilion

CHQ 102840 £750.00 – C Cooper – Reimbursement for purchase of fireworks

Approval of payments to be made at meeting:

CHQ 102841 £120.00 – HAPTC – New Councillor Training x 3

CHQ 102842 £290.00 – T S Drake – Grass cutting and line marking Oct

CHQ 102843 £1,800.00 – GovResources – Consultancy Fees – Neighbourhood Plan

CHQ 102844 £139.46 – Francis Duncan – Planting out of War Memorial 2019

CHQ 102845 £550.00 – Barkway PCC – Annual grant for Churchyard maintenance

CHQ 102846 £42.50 – R Bonfield – Pavilion maintenance

CHQ 102847 £22.50 – N Stuart – Cllrs Expenses – mileage to training

CHQ 102848 £195.70 – Catharine Toms – Clerk's expenses *

CHQ 102849 £18.50 – The Royal British Legion – Wreath for Remembrance Day

CHQ 102850 £1,162.51 – NHDC – Dog bin emptying 2019

CHQ 102851 £1,041.18 - Catharine Toms – Clerk's Monthly Salary + Office Allowance

CHQ 102852 £50.00 – Roz Danter – Cleaning/Bookings Clerk Pavilion October

CHQ 102853 £30.00 – Orla Swann – Litter Picking October

CHQ 102854 £37.50 – Kaitlin Aldridge – Litter Picking October

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£66.00 – Tesco – Ink Cartridges

£40.00 – Deluxe Cleaning – Oven Cleaning at Pavilion

£64.70 – Tesco – Gifts for Fireworks Team volunteers

£25.00 – Petty Cash Top Up for Cleaner - cleaning materials

Parish Council – Pavilion Account:

Bank Balance at 12.11.2019 was £286.38

Receipts since last meeting: None

Payments since last meeting: None

Reading Room Accounts:

Bank Balance at 12.11.2019 was £1,242.28

Receipts since last meeting: None

Payments since last meeting:

DD – 40.00 – NHDC – Rates

DD - £40.25 – Total Gas & Power – Electricity

8.3 To consider grant application from Barkway Local History Group –

After consideration of the grant application for £1,260, it was proposed, seconded and agreed by all to award a partial grant of £660 (to exclude printer, ink and printing costs of £600) whilst the other costs were researched further. This would allow the Barkway Local History Group to sort out the urgent things they needed in order to continue with their activities. Resolved. **Action: Clerk**

8.4 To set date for next meeting of Finance Committee to prepare budget for 2020/21 – to be decided via email. Action: Clerk

9 **Correspondence: Anstey Quarry** – correspondence had been received from the owner indicating that he was awaiting more information from Herts County Council and that at this stage the wood recycling company that he was in negotiation with was reluctant to provide any information about their operation. He would, however, provide a further update to the Council in due course.

10 **Items to be deferred to the next meeting** – Portfolio responsibilities, Governance review, quotations for new door for Pavilion, quotations for a printer for the Reading Room.

11 **Date of next meeting:** Tuesday 10th December

County Cllr. Hill and Dist. Cllrs. Morris and Hunter departed from the meeting at 9pm.

12 **To consider that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 that the press and public be excluded from item 13 of the agenda of this meeting in view of the confidential nature of the business to be transacted.** Proposed, seconded and agreed by all. Resolved.

13 To review and agree any action on correspondence received regarding reservoir development – a course of action was agreed.

There being no further business, the meeting ended at 9.30pm